

Understanding Foreign Travel



General Sciences **Foreign Travel Overview**

Elijah Walker III – OCFO Travel Services

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What is foreign travel?






Approved travel (whether fully or partly on Official business) from the United States (including Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States) to a foreign country and return OR travel between foreign countries by persons, including foreign nationals, whose salaries and/or travel expenses will be ultimately funded in full or part by DOE/NNSA from it's appropriations.

Official foreign travel also includes travel funded by non-DOE (work for others) sources for which the traveler represents DOE or conducts business on behalf of the U.S. Government.



Funding Sources

- How do I know what DOE program office is being used for travel?

Project Information							Customize Find 		First 	1 of 1		Last
	Project	Primary	Percentage Split	B +R Classification	Project Org	MARS Code						
1	PAT052	<input checked="" type="checkbox"/>	100.00	KA1101020	PH	OPEXP						

B+R Classification



Foreign Authorizations in TREX

Itinerary Legs										Customize Find [Icons]		First	1-2 of 2	Last
Primary Information		Host Information		Conference		Foreign								
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Host Name	Host Phone	Affiliated Institution	Hotel/Accommodations Name	Hotel / After Hours Phone						
1 12/01/2010	VACAVILLE, CA	12/01/2010	TOKYO CITY, JPN	In country	In Country	In Country	Local Hotel/GuestHouse	Phone			+	-		
2 12/07/2010	TOKYO CITY, JPN	12/07/2010	VACAVILLE, CA								+	-		

Itinerary Legs										Customize Find [Icons]		First	1-2 of 2	Last
Primary Information		Host Information		Conference		Foreign								
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Conference Name	Conference Role	Conference URL								
1 12/01/2010	VACAVILLE, CA	12/01/2010	TOKYO CITY, JPN	Event Name	Event Role	www.conference.com					+	-		
2 12/07/2010	TOKYO CITY, JPN	12/07/2010	VACAVILLE, CA								+	-		

Itinerary Legs										Customize Find [Icons]		First	1-2 of 2	Last
Primary Information		Host Information		Conference		Foreign								
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Purpose										
1 12/01/2010	VACAVILLE, CA	12/01/2010	TOKYO CITY, JPN	Activities to be conducted. Min 650 char, max 1500 char							+	-		
2 12/07/2010	TOKYO CITY, JPN	12/07/2010	VACAVILLE, CA								+	-		



Foreign Authorizations in TRES

▼ Travel Authorization Estimate

M&IE	1,475.50	+ Lodging	1,506.00	+ Misc	<input type="text" value="500.00"/>	= Total Non-Air	3,481.50
						Total Air	<input type="text" value="1,200.00"/>
Paid By Others (Informational Only)		<input type="text"/>	Update Estimated Costs				
						Total Amount	4,681.50

Please document any costs paid or to be paid by another institution by using the “Paid By Others” box. Please provide the name of funding institution in the “Trip Comments” section.

Foreign Authorizations in TRES

Elijah Walker III

Employee ID: 003583

Travel Auth ID: NEXT

General Information

Trip Name: FTMS Training Authorization

LBNL Trip #

NEXT

Begin Date: 12/01/2010

End Date: 12/07/2010

Trip Type: Foreign

Business Purpose: Conference

Trip Description and Benefit

Trip Comments

Trip benefit should be a minimum 230 characters not to exceed 1000 characters.

Provide Program Manager Info

Paid by Others Info

Any trip related comments for Division Approver or Travel



Foreign Authorizations in TREX

Will the salary be paid from the same project number? If no, please provide a salary project ID.	<input type="radio"/> No <input checked="" type="radio"/> Yes	Project ID <input type="text"/>
Are you using WFO Crada or Royalty funds?	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Justification statement for delayed submission,if applicable	<input type="text"/>	
Are you taking DOE or Lab owned Electronic Media Equipment ?	<input type="radio"/> No <input checked="" type="radio"/> Yes	

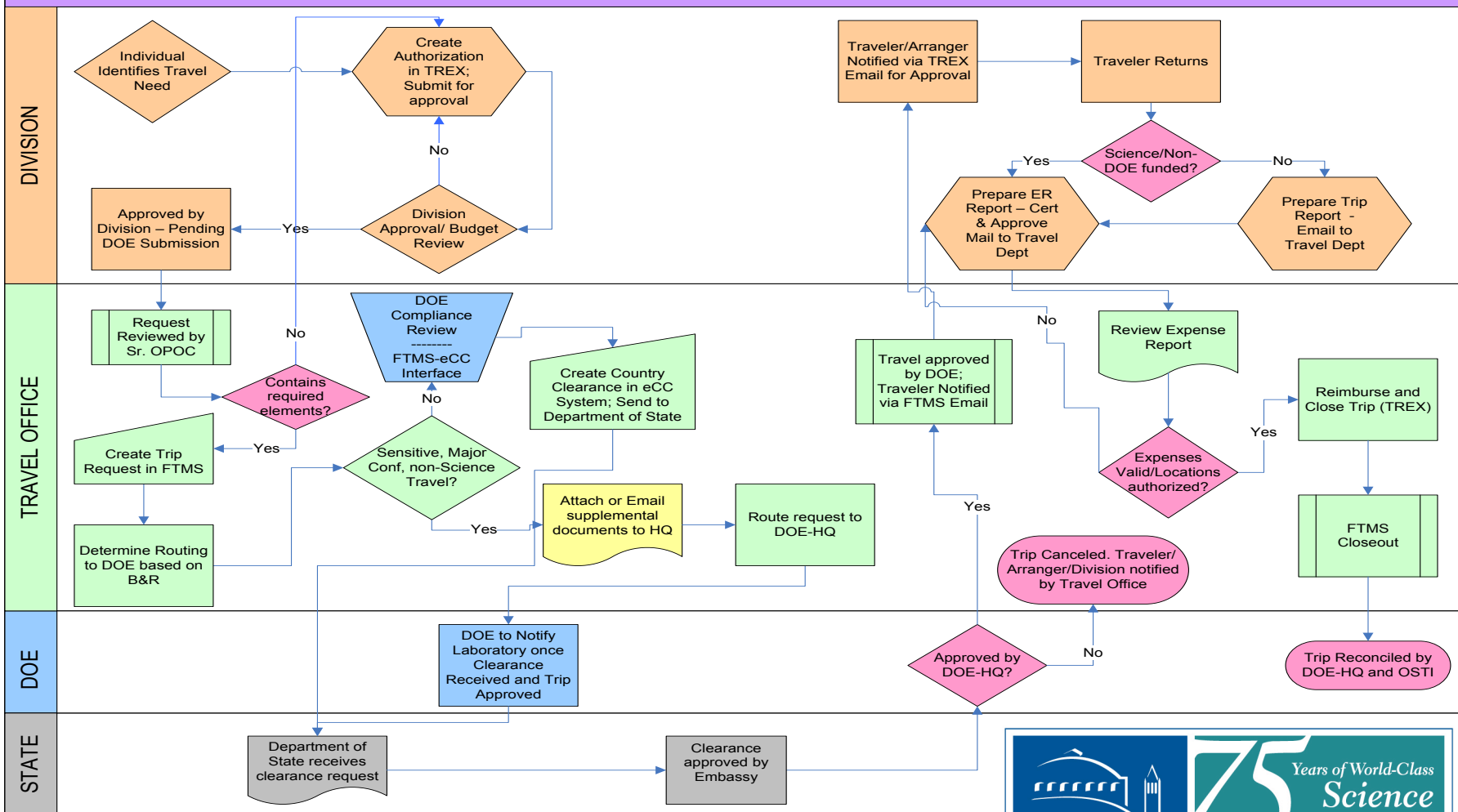
Example of Electronic Media Equipment are Laptops, external hard drives, blackberries, pen drives/memory stick CRYPTOcards, PDAs, portable printers, digital cameras, cell phones, security equipment, radiation detection equipment, power tools, power supplies/converters/transformers, water equipments etc.

DOE Mandate For All Foreign Travel : Disclosure Of All Lab Owned Electronic Media Equip					
Customize Find 1 of 1 First Last					
	DOE Equipment Id	Description	Property ID		
1	<input type="text"/>		<input type="text"/>	+	-



Foreign Travel Approval Process

FOREIGN TRAVEL APPROVAL PROCESS (CURRENT)



LAWRENCE BERKELEY NATIONAL LABORATORY



US Department of State

Please provide Travel Services with a copy of the airline itinerary for all foreign travel requests which include:

Singapore
Germany
New Zealand
Switzerland

China
Chile
Russia
United Kingdom

- Name of airline
- Flight Numbers
- Departure point (including date/time)
- Arrival point (including date/time)
- *This also includes connecting flights in any of the locations above which are in excess of 6 hours.*

All travel arrangements for locations above are to be forwarded to EWalker@lbl.gov & cc: TravelPolicy@lbl.gov



US Department of State

Please provide Travel Services with detailed hotel information for all foreign travel requests which include:

New Zealand

Russia*

Chile

- **Name of Hotel**
- **Phone number**
- **Lodging dates**
- **Address**
- **Confirmation**

All travel arrangements for locations above are to be forwarded to EWalker@lbl.gov & cc: TravelPolicy@lbl.gov

- ***If lodging location is not on DOE-M list**



US Department of State

Effective 1/1/11

The US Department of State requires all travelers (federal and federal contractors) who are on Official business in excess of 30 Days to take SAFE Training.

What is SAFE Training?

Serving Abroad for Families & Employees

Where is SAFE Training conducted?

SAFE Training is now available online with NO tuition fees

How long will it take to complete this online course?

The many users can complete course in 6-8 hours



Vacation Guidance

Vacation Guidelines for EERE, FE, and NE:

1. Case-by-case approval by approving DAS/official;
2. Maximum 1-week for any trip of a 7-14 day duration;
3. For trips < than one week, 1-2 days maximum; and
4. All subject to traveler having sufficient leave balance

Vacation Guidelines for SC (including WFO):

1. Travelers are permitted (1) day vacation for (1) day of business. This does not include non-working weekend days.

Vacation Guidelines for EM and RW:

1. Personal time must be pre-approved by DOE Program manager. Typically (1) day vacation for (2) days of business.



Revisions and Cancellations

- Please notify Ewalker@lbl.gov and cc: TravelPolicy@lbl.gov with ANY changes or cancellation of foreign trip.
- Project ID cannot be changed once authorization has been DOE Approved; Resource adjustment will be required once approved.
- What changes will require DOE approval?
 - Project ID (if B&R code is different)
 - Adding new a country
 - Date changes in excess of +/- 3 days
 - Expenses exceed authorization estimates by 25%
 - Excessive vacation or vacation which was not pre-approved



Trip Reports and Abstracts

- The post-travel trip report is required for foreign travel when salary and/or travel expenses are funded from DOE. The trip report should be submitted to the Travel Department within 30 days after the completion of travel.
- What is an abstract?
 - Major highlights, benefits of travel, and results of meetings and/or experiments.
- Foreign Trip Report Guidance
 - http://travel.lbl.gov/foreign/foreign_tripreports.html



Travel Resources

- **Travel Services Webpage**
 - <http://travel.lbl.gov>
- **Foreign Travel Information Center**
 - <https://commons.lbl.gov/x/e4CCAQ>
- **Foreign Travel & Change of Station**
 - Elijah Walker – 495.2483
 - Lonnette Robinson – 486.5403
- **Travel Services**
 - 486.4500

